

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING

NOTICE
NO. 37-57

26 November 1957

SUBJECT: Office of Training Annual Meeting

1. The annual meeting of all personnel of the Office of Training will be held in the R&S Building Auditorium from 1545 to 1700 hours on Thursday, 19 December 1957. A minimum number of employees necessary for office telephone coverage will be exempt from attending the meeting.

2. All employees are invited to remain for a Christmas social gathering immediately following the meeting. All who attend are requested to contribute according to the following scale to help defray expenses:

GS-7 and below	\$.50
GS-8 through 12	1.00
GS-13 and 14	1.50
GS-15 and above	2.00

Contributions should be turned in to appropriate Time and Attendance clerks who in turn will forward the money to [REDACTED] Room 2-100, Quarters Eye. Deadline for contributions is 6 December 1957.

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[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution:
All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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